



**CENTRAL COAST REGIONAL DISTRICT**

DATE: 13 November 2014

TO: Board Chair Reginald Moody and Board Members

FROM: Darla Blake, Chief Administrative Officer

SUBJECT: **Northern Development Initiative Trust – Local Government Management Internship Program application**

**RECOMMENDATION**

**THAT the application to Northern Development Initiative Trust for the purpose of hosting a Local Government Management Intern through the NDIT Local Government Management Internship program and to receive a \$35,000 grant from the Northwest Regional Account, be signed on behalf of the Central Coast Regional District by the Chair and CAO,**

**AND THAT should the application be successful, the CAO be authorized to enter into an employment contract with a suitable Local Government Management Intern, for the term of 12 months commencing the 1<sup>st</sup> May 2015 and expiring on 30 April 2016 should the CCRD's application be successful.**

**STRATEGIC PLAN**

- Goal 1: Effective Planning and Implementation of Services
- Goal 2: Investment & support for Public Infrastructure & Services
- Goal 3: Enhanced and Strengthened Region
- Goal 4: Organizational Capacity Development

The work assigned to the intern will assist CCRD in meeting Goals and Objectives in its Integrated Strategic Plan at all four levels.

**BACKGROUND**

At its 12 December 2013 meeting, the Board of Directors considered and approved putting forward an application to Northern Development Initiative Trust for the Local Government Management Intern Grant. CCRD were advised in February 2014 their application was successful. Our current intern, Krista Ediger, started 1 May 2014.

**Board Meeting**  
 NOV 13 2014  
 CCRD ITEM CC6

At its 11 September 2014 meeting, the Board of Directors resolved:

**"14-09-33** *M/S Directors Lande/McCullagh that the Board of the Central Coast Regional District requests the Chief Administrative Officer submit an application to the Northern Development Initiative Trust, for the 2015 – 2016 Local Government Management Internship program, in time to meet the November 2014 deadline*

**CARRIED"**

The application for the Local Government Management Internship program in accordance with resolution 14-09-33 has been prepared and the CAO is now seeking approval from the Board to the Chair and CAO to sign the application. Applications to the Internship Program close 28 November 2014.

Northern Development Initiative Trust offers a Local Government Management Internship Program funding for central and northern local governments to host and mentor an intern for a 12 month period with the first internships starting in May of each year.

The program assists interns to gain experience which builds on education, training and career opportunities that exist in central and northern British Columbia communities. The program prepares young people for an exciting career in local government, while supporting capacity building and succession preparation for retiring senior staff in smaller, rural northern local governments.

One of the goals of the internship program is to provide insight into the wide range of rewarding careers available within local government. Careers include opportunities in management and administration, corporate services, planning and development services, environmental services, finance, human resource, public works and economic development to name just a few. The internship program promises to provide a high level of professional development and training that will prepare university graduates for more senior leadership roles in local government as well as the contacts to obtain a permanent position.

#### **CONSULTATION**

None required

#### **LEGISLATION /POLICY**

Not applicable

#### **BUDGET/FINANCIAL IMPLICATIONS**

Within current approved budget:

Requires further budget consideration

No

Yes - The 2015 budget is yet to be developed or approved, however within that budget development any additional funding

as the CCRD contribution required for the internship program will factored in.

## **RISK MANAGEMENT**

Administration has evaluated potential risks with the proposal and assessed these as negligible with no requirements for controls.

## **DISCUSSION**

As explained during the September 2014 meeting, since starting with CCRD, our current intern Krista has proved to be a valuable Administration team member. She has fully participated in all aspects of administration work, in addition to taking personal responsibility for coordinating the Integrated Strategic Planning and Collaborative Economic Development engagement and communications processes.

From Krista's feedback she is really enjoying the opportunities and challenges given to her while gaining valuable career experience in local government. The win for CCRD is the extra human resource capacity which enables us to complete many long overdue aspects of operations planning and implementation. Examples: the introduction of a Facebook page for CCRD to share more information, in a timely manner; coordinating the Integrated Strategic Planning consultation meetings on the outer coast and in the valley; pulling together the consultation information gathered at those meetings; coordinating two collaborative Economic Development meeting for participants from across the region. These are only a few examples.

The 2015/16 intern will be expected to participate fully in all aspects of administration. Critical to the internship is learning the intricacies of multi-tasking and interchanging jobs to fill positions in a small regional district.

The interns work program will include involvement and assistance in all integrated strategic work and priorities for 2015/16, including involvement in but not limited to: Solid Waste Management Plan and Recycling Education program; Economic Development review and planning; Shearwater Water Feasibility Study; updating the Official Community Plan into an Integrated Official Community Plan, Integrated Strategic Plan implementation; Financial Planning; Risk Management Plan; Business Continuity Plan; Capital Investment Plan; Airport Development Plan review.

The intern will work closely with the Chief Administrative Officer on governance, legislative and strategic matters, and will be mentored by the CAO. It is intended the intern learn the structure of a regional district and how to work within the context of legislative authority and the Community Charter.

If our application is approved by NDI, during the intern interview process, the CAO will be very mindful when selecting an intern, that there is a good fit for both the regional district and the intern.

The CAO is now seeking approval for the Chair and CAO to sign, on behalf of the Central Coast Regional District, the application to Northern Development Initiative Trust for the purpose of hosting a Local Government Management Intern through the NDIT Local Government Management Internship program and to receive a \$35,000 grant from the Northwest Regional Account.

Additionally, the CAO is seeking approval from the Board that should the CCRD application be successful, the CAO is authorized to enter into an employment contract with a suitable Local Government Management Intern for the term of 12 months commencing the 1<sup>st</sup> May 2015 and expiring on 30 April 2016

It should be noted that the terms of all the intern's employment contracts are similar, to ensure they are all treated equally.

### **CONCLUSION**

At the 11 September 2014 Board meeting, the Directors approved the CAO making an application to the Northern Development Initiative Trust's Local Government Management Internship Program.

The CAO has completed the application and is now seeking Board approval for the Chair and CAO to be authorized to sign the application to the Northern Development Initiative Trust's Local Government Management Internship Program with grant funding of \$35,000.

Should CCRD be successful in their application, the Board also agrees to ensure there is sufficient funds included in the 2015 budget to cover any addition cost for employing the intern (over and above the \$35,000), and that the CAO be authorized to enter into an employment contract with the successful intern.

Respectfully submitted



Darla Blake  
**Chief Administrative Officer**